

# Sweetwater Union High School District

## DIRECTOR OF LABOR RELATIONS

### Purpose Statement

The job of Director of Labor Relations is done for the purpose/s of planning, implementing, directing and maintaining the district's negotiations, labor relations and contract management including processing grievances; serving as chief negotiator for the District; and maintaining staffing to ensure that all related functions conform to district state and federal requirements.

### Essential Functions

- Manages a range of labor relations and negotiations processes for the purpose of ensuring compliance with district, state and/or federal regulations.
- Serves as chief negotiator for the District and hearing officer for grievances processes for the purpose of representing the District's interest in labor negotiations and/or resolving grievance issues.
- Administers provisions of labor and/or professional association negotiated agreements for the purpose of maintaining a fair and positive relationship with various labor unions and ensuring compliance with all relevant local, state and federal regulations.
- Participates in meetings (e.g. Board meetings, workshops, seminars, conferences, negotiations, hearings, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Monitors personnel policies for the purpose of ensuring conformance to relevant agreements.
- Interprets contract language, Education Code and employment regulations for the purpose of ensuring compliance with district, local, state and federal requirements.
- Collaborates and provides assistance to administrators and managers regarding contract interpretation and evaluation of staff for the purpose of ensuring compliance with established practices and regulations.
- Communicates with other employees, departments, administrators and the public for the purpose of providing information and assistance concerning District employment, labor relations and negotiations procedures and related legal requirements.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.
- Maintains manual and electronic documents, files and records for the purpose of providing accurate information in compliance with district regulations.
- Prepares a wide variety of materials in written and electronic formats (e.g. reports, memos, letters, policies, presentations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches information for the purpose of providing additional information and/or recommendations, to address a variety of labor relations and negotiations requirements.

### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to oversee departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: labor laws, rules and regulations; Education Code; legislative process; budget administration; business telephone etiquette; and collective bargaining process and principles and practices of labor negotiations and strategies.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and writing and interpreting contract language.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Bachelor's degree from an accredited college or university with major course work in personnel and industrial relations or related field. A Master's degree is desirable. Three years of successful professional occupational experience including collective bargaining., preferably in an educational setting.

**Required Testing**

None Specified

**Certificates**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*